



**June 2022 Department Reports  
(May's Information)**

**To: Tim Young, City Manager  
Mayor and Council  
Citizens of the City of Hapeville**

---

**Police Department**  
**Rick Glavosek, Police Chief**  
**rglavosek@hapeville.org - 404.669.2150**

*Between May 1, 2022, and May 31, 2022, there were (478) calls for service. There were (3) Assaults, (2) Burglaries, (0) Robberies, (31) Larcenies, including 19 Entering Autos, 3 Stolen Vehicles and 9 Thefts. The Department recovered (6) Stolen Vehicles. The Department made 28 arrests. The average Response time was 02 min 19 secs.*

*The Department issued 340 citations including parking, traffic, and general copies.*

*The E-911 center processed 3,163 calls for service*

*The Detective Division reviewed (737) cases, assigned (13) cases for investigation, and closed (10) cases. (1) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (5) warrants, responded to (6) crime scenes for investigation and executed (2) search warrant(s).*

**Code Enforcement:** *Code Enforcement handled (252) new calls for service. Of these calls, the unit documented (4) animal incidents, (22) parking in grass, (116) tall grass & weeds, (16) permit issues, (13) outside storage, (0) littering or pollution problems, (4) Yard Debris and (3) property maintenance-exterior. The unit closed (147) cases and issued (3) citations.*

---

**Community Services**  
**Lee Sudduth, Director**  
[lsudduth@hapeville.org](mailto:lsudduth@hapeville.org) - 404.669.2120

<p><b>Building Permits</b> 337 Maple Street (14009400101350) 3301 Dogwood Drive (14009800160097) 484 Lake Drive (14009400030203) 1034 South Central Avenue (14012700060029) 3361 Dogwood Drive (14009800160287) 3036 Commerce Way (140067LL1182) 3120 Forrest Hills Drive (14009400091585) 551 Parkway Drive (14009500070406) 791 Oak Street (14009700090063) 3162 Oakdale Road (14009900031230) 809 North Avenue (14009900040967) 573 North Central Avenue (14009500150588) 556 Oak Drive (14009400020238) 3112 Old Jonesboro Road (14009400101392) 3057 Oakdale Road (14009900021173) 3254 Old Jonesboro Road (14009400080471) 615 North Gordon Circle (14009900020357) 3414 Louise Street (14009500110103)</p> <p><b>Plumbing Permits</b> 351 Moreland Way 800 Doug Davis Drive 817 Custer Street 2117 Woodland Drive 551 Parkway Drive 791 Oak Street</p>	<p><b>Mechanical Permits</b> 300 Porsche Avenue 741 North Central Avenue 3033 Oakdale Road</p> <p><b>Tree Permits</b> 3404 Orchard Street 3107 Grove Circle 325 Moreland Way 720 Doug Davis Drive 3235 Hope Street 272 Mt Zion Road 265 Moreland Way 917 Margaret Street 846 Willingham Drive 3036 Oakdale Road</p> <p><b>Electrical Permits</b> 3062 Springdale Road 3321 Myrtle Street 3301 Dogwood Drive 397 Walnut Street 791 Oak Street</p>
---	--

**Economic Development**  
**Adrienne Senter, Planning & Economic Development Manager**  
[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

**Department Activities:**

*Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the July issue of the Hapeville Hometown News is Wednesday, June 15<sup>th</sup> by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit [www.hapeville.org](http://www.hapeville.org) for up-to-date information.*

**Development Applications Under Review – June 2022**

<b><u>Applicant</u></b>	<b><u>Address</u></b>	<b><u>Commercial/Residential</u></b>	<b><u>Application Type</u></b>	<b><u>Description</u></b>
<b><u>SCP Acquisitions, LLC</u></b>	<b><u>464 Porsche Avenue</u></b>	<b><u>Residential/Commercial</u></b>	<b><u>Conditional Use Permit</u></b>	<b><u>Mixed-use project – 220 apartments &amp; retail/restaurant space</u></b>
<b><u>Epic Development</u></b>	<b><u>325 Sunset Avenue</u></b>	<b><u>Residential</u></b>	<b><u>Site Plan &amp; Preliminary Plat</u></b>	<b><u>Site Plan &amp; Preliminary Plat review to construct 25 townhomes.</u></b>
<b><u>Thomas Davis III</u></b>	<b><u>330 Mt. Zion Road</u></b>	<b><u>Residential</u></b>	<b><u>Site Plan – New Construction</u></b>	<b><u>Site Plan review to construct new SF dwelling.</u></b>
<b><u>South City Partners</u></b>	<b><u>397 N. Central Ave</u>  <b><u>(Under construction)</u></b></b>	<b><u>Residential/Commercial</u></b>	<b><u>Revised Site Plan</u></b>	<b><u>Resubmittal of site plan to review changes.</u></b>
<b><u>Leslie Weaver</u></b>	<b><u>3162 Dogwood Drive</u></b>	<b><u>Residential</u></b>	<b><u>Final Plat Review</u></b>	<b><u>Subdivision application to divide existing lot.</u></b>
<b><u>North &amp; Central Venture Partners, LLC</u></b>	<b><u>781-819 N. Central Avenue</u></b>	<b><u>Residential</u></b>	<b><u>Revised Site Plan</u></b>	<b><u>Resubmittal of site plan to review changes.</u></b>

### **Upcoming Planning & Zoning Meetings:**

- *Planning Commission: Tuesday, June 14th at 6 p.m.*
- *Design Review Committee: Wednesday, June 15th at 6 p.m.*
- *Board of Appeals: Thursday, June 23<sup>rd</sup> at 6 p.m.*

*\*All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive. Please visit <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to access meeting agendas and application information.*

*Ongoing Task: Coordinated in-house Planning & Zoning administrative tasks with City Planner.*

### **Main Street Board**

*The date for the June meeting is Wednesday, June 8th at 6 p.m. at the Municipal **Annex, 700 Doug Davis Drive**. Please visit [www.hapeville.org](http://www.hapeville.org) for additional information.*

---

### **Finance Director**

**Randy Brewer - Finance Director**

[rbrewer@hapeville.org](mailto:rbrewer@hapeville.org) - 404-669-2107

### **Month End Closing, Fiscal Year End Closing and Reporting**

- *Account Reconciliations*
- *Review journal entries to true-up accruals and cost allocations*

### **Budget Administration**

- *Review of 2021-2022 Revenue and Expense/Budget Reports*
- *Prepare 2021-2022 Budget Adjustments as needed*
- *Prepare 2022-2023 Budget*

### **Audit Support**

- *Review accounts for accuracy and reclassify accounts as needed*
- *Implement processes for stronger Internal Controls*
- *Prepare for 2022 audit*
- *Review past audit results*

### **Finance/Accounting and Reporting Activities**

- *Train Accounting staff - ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, reporting requirements, payroll, A/P, etc.*
- *Crosstrain staff as needed*
- *Review agenda items*
- *Prepare special reports to, DOAA, DCA, DOJ, Sec of State, etc.*
- *Reconcile/Allocate Workers Comp, pension, and other insurance costs*
- *Continue work on Internal Control and "Accounting Systems" manual*
- *Review accounts payable for processing*
- *Review payroll and other processes for efficiency*
- *Review process flows, document and update as needed*

- *Implemented P-Card Program*
- *Prepare to implement Purchase Order system*

**Other On-going Accounting and Billing (mainly clerical)**

- *Mail all vendor checks*
- *Monthly Billing and collections for ~2,225 Water & Sewer customers*
- *Process approximately 300 business license applications for renewal*
- *Maintain payment records for ~2,000 active vendors*
- *Process 10,000-20,000 cash receipt transactions (W&S, Tax, permits-revenues)*
- *Process credit card and wire transfer payments*
- *Review other ways to better serve customers*

**Other On-going Managerial / Administrative Duties**

- *Respond to Mayor, City Manager and Department requests*
- *Respond to citizen requests*
- *Meet with department heads to review budgets and expenses*
- *Meet with individual customers and citizens with complaints*

**Water Accounts**

*Residential - 32*

*Commercial - 0*

**Business Licenses**

*Commercial Licenses - 3*

*Home Based - 1*

**Taxes**

***PP \$ 138,230.84***

***RE \$ 59,554.22***

***SW \$ 16,394.33***

**Administrative Services**

**Sharee Steed, City Clerk**

**[ssteed@hapeville.org](mailto:ssteed@hapeville.org) - 404-766-3004**

**Upcoming Meetings:**

*Main Street Board - June 8, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Development Authority of the City of Hapeville - June 9, 2022 at 6:30 p.m. at Hapeville*

*Municipal Annex - Canceled*

*Hapeville Development Authority - June 9, 2022 at 6:30 p.m. at Hapeville Municipal Annex -*

*Canceled*

*Planning Commission Meeting - June 14, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Design Review Committee - June 15, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Mayor and Council Work Session - June 21, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Board of Appeals - June 23, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>May 2022</b>
<b>55 Open Records Requests were processed</b>

**Other Duties:**

- Hosted Council Strategic Retreat
- Prepare for upcoming meetings
- Preparing for GMA Training
- Processing incoming Retail Alcohol Applications

**Alcohol Beverage License**

As of January 12, 2022, applicants or licensees must apply for an Alcohol License using the ALP Portal on the Georgia Department of Revenue Website. All applicants applying for a new or renewed retail alcohol license must register an account on the Georgia Tax Center (GTC) and apply for state and local jurisdiction.

- Received 1 new Alcohol Applications
- 

**Human Resources**

**Stacie Johnston, Human Resources Manager**

[sjohnston@hapeville.org](mailto:sjohnston@hapeville.org) - 404-669-2115

**Ongoing Hiring Efforts**

The City is currently accepting applications for the following positions: Automotive Mechanic, Firefighter EMT I or A, Firefighter Paramedic, Part-time Recreation Aide, Police Officer, Reserve Police Officer, Communications Officer, and Mainstreet & Grants Coordinator. Applications are available online ([www.hapeville.org](http://www.hapeville.org)). The City is paperless for the application process.

**Other Initiatives:**

- HR has taken on responsibility of Payroll
- Working with to provide online access for 2022 Open Enrollment
- In process - update Personnel Policy Manual
- Planning Aflac and Medcom Open Enrollment June 9-10
- Advertise for and hire her HR/Payroll Coordinator